

INFORMATION PAPER

ARNG-CSG
15 January 2013

SUBJECT: Convalescent Leave for T32 Active Guard Reserve (AGR) Soldiers

1. References:

- a. NGR (AR) 135-18, The Active Guard Reserve (AGR) Program, 1 December 2004.
- b. NGR (AR) 600-5, The Active/Guard Reserve (AGR) Program Title 32, Full Time National Guard Duty (FTNGD), 20 February 1990.
- c. AR 600-8-10, Leave and Passes (RAR 04 August 2011).
- d. AR 40-501, Standards of Medical Fitness (RAR 04 August 2011).

2. Overview: The Office of the Chief Surgeon, Army National Guard (ARNG-CSG), reviews and approves all convalescent leave requests in excess of 30 days for all Title 32 (T32) AGR Soldiers IAW paragraph 3-6.c of reference b. ARNG-CSG is the only approval authority for this leave request. This insures that:

- a. All cases are judged by a common medical standard;
- b. The Soldier is properly profiled in e-PROFILE; and,
- c. ARNG Case Management tracks Soldier's issue until resolution.

3. Process:

a. Adjutants General may approve convalescent leave up to thirty days on recommendation of hospital commander or State surgeon. Every request for seven or more days will be reviewed by a military provider (see 3.c below).

b. For requests in excess of thirty days, and extensions beyond thirty days, the State enters the required documents (see 3.d) into the Medical Action Tracking System (MATS) module located within MEDCHART (IAW ref b). ARNG-CSG medical personnel review the medical documents and ensure that approval of convalescent leave is appropriate. As soon as they decide this, the MATS module automatically generates a formal memo which the State requestor can immediately view.

4. Clarification of requirements: ARNG-CSG will insure requests for convalescent leave beyond thirty days are appropriate and are processed in accordance with policy.

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a. Soldiers in a convalescent leave status should not be capable of performing any military duties under a temporary profile, either at the Armory or office site, or even at home (if there is an assignment or duty which the Commander deems appropriate while recuperating).

b. Some civilian physicians operate under a civilian occupational health model wherein a worker cannot return to work until fully capable of performing all job requirements; however, the Army expects a Soldier to perform limited duty for which they are capable. If the Soldier has limitations or restrictions to duty performance, a temporary profile is written through e-PROFILE and the Soldier is managed through eCase.

c. A State military provider must ensure that an appropriate temporary or light duty profile (that meets the treating providers' restrictions) has been issued within e-PROFILE (IAW paragraph 10-15, reference d). The Soldier must supply a letter or treatment plan from the treating physician, with any applicable medical documents, which clarifies the medical condition, limitations, and expected date of recovery (both to limited and full duty).

d. Load these items into the MATS module under Convalescent Leave request:

(1) A DA Form 31 signed by the Commander defining the requested days for convalescent leave (beyond the original thirty that have already been utilized).

(2) Medical documents which validate the medical condition and request.

(3) A treatment plan or summary (from the treating provider) that outlines the Soldier's restrictions and best estimate of expected date of recovery, both to limited and full duty; and any other documents which the State believes are applicable to the review process.

e. The Deputy State Surgeon will forward a copy of the Soldier's profile to the Case Management team for tracking until resolution.

f. If you would like your State Surgeon's office to have an additional MATS POC, contact your NGB support Admin POC as listed on the MATS webpage (<https://medchart.ngb.army.mil>) then "MATS" link then "Help/Info link").

5. The POC for MATS is MAJ Laurie Fontaine , Medical Standards Officer, Office of the Chief Surgeon (ARNG-CSG), 111 S. George Mason Drive, Arlington, VA 22204-1382, at DSN 327-9534, 703-607-9534, or laurie.fontaine@us.army.mil

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